

Minutes from 2/22 Meeting with Pastoral Council,

Previous minutes approved and seconded.

New Items:

Report from Sub-Committee for Welcoming: Justin Weis

- Processes are being put into place regarding the manner of welcoming newcomers and visitors (see attachment 1).
- A new welcoming letter has been written and will be sent to the rector for notes on approval (Attachment 2).
- The online portion of parish registration is being re-done in order to put relationships as a first contact with future parishioners. The steps taken will be an automated email (attachment 3) followed by a phone call from a member of the welcoming team.

Action items –

By next meeting, starting to recruit the members for the welcoming team as well as prepare the email to be sent to new registrants. -Justin Weis

Report from Sub-Committee for Coffee Hour: Oralia Lorenzana

- Have had great results with new coffee machines and coffee hours in general.
- Are communicating to the different ministries about the possibility of having them host the coffee hours.
- Have worked to establish solid guidelines for the coffee hours as well as proper procedures for set up and clean up. (attachment 4)
- Mentioned the desire for an outdoor area for hosting the coffee hour suggested by a member of the council.
- Also a desire for a welcoming table to be manned during the coffee hour potentially by a member or two of the future welcoming committee.

Action items –

Finish the process and procedures for coffee hour and begin the process of recruiting ministries to start taking a role in the Sunday Coffee Hour Experience.

Rector's Report: Fr. Jerry Funke

- Advent/Christmas
  - Christmas around the World 12/16 seemed to be a success and may potentially be an ongoing event

- Good attendance of Christmas Masses, including, surprisingly, Midnight Mass. We continue to discern to keep the Midnight Mass in the future as it seems other parishes are no longer holding them.
- Staff
  - New Member
    - Ramiro Tapia – Coordinator of Hispanic Ministry
    - Justin Weis – Coordinator of Junior High Ministry and Director of Adult Faith Formation
    - Noah Ruden – Music director for 5pm Mass on Sunday
- Building Committee
  - We have nearly finished installation of the fiber optics and security system and it is up and running in the Cathedral
  - Exterior stairs
    - Hearing 12/19 with the Boise Historical Commission was approved
    - “Public meeting” went well 1/17
    - Hearing March 6<sup>th</sup> with City planning and zoning for a variance
    - Challenge is the money
      - The Diocesan Finance Council has approved an interest-free loan
- Cathedral Ministry Conference, January 9-12, Santa Fe
  - Attended by Fr. Jerry and Oralia Lorenzana,
    - Very good, came back with some good ideas in terms of welcoming.
- Confirmation
  - 75 Youth participating
  - Adult – English begins March 13<sup>th</sup>.
  - Confirmation set for May 25
- Lent
  - Mardi Gras Jackpot Pilgrimage scheduled, Tuesday 2/28
  - Ash Wednesday, March 1<sup>st</sup>
    - Schedule coming
    - If we can get assistance with ashes
  - ICYC, 03/10 – 12 – 45 youth planning on attending.
  - ICA begins 03/12
    - Report will be given
- Parish Magazine –
  - Coming in August,
  - Free and highlights our parish and families.
  - Very well done and professional looking
  - Sent out to each of our registered parishioners each month.
- Holy land pilgrimage Nov. 7 – 21
  - Fundraiser for the parish.
- SJ’s Crab Feed Saturday, 03/04
  - Hope to surpass last year’s goal.

**“Welcoming” Process**

**1. Registration**

**--simplify and streamline on-line registration form and written form to only basic contact information (name, address, phone, e-mail, etc).**

**--modernize formatting and messaging of on-line form and written form to attract and interest prospective registrants with use of color, graphics, parish logo, etc.**

**--modernize formatting of welcome letter/card and ensure message is positive; include a magnetic sticker or some similar media that has basic parish contact information (phone, e-mail, Mass times, etc.)**

**--form “welcoming team” to make personal contact with new registrant in order to share parish information with them and how they can engage in the community; encourage a “meet-up” for an informal visit with them. *This contact must be logged to ensure it happened.***

**--Schedule a no host, periodic newcomer “Meet-Up” at a local, kid-friendly brewery, bar or restaurant 4 times a year (can be weekday or weekend happy hour?); contact them by flocknote, e-mail, text or phone; have the contact team schedule which one of them attends.**

**--e-mail bulletin in English or Spanish (whatever their preference) using their e-mail; this is more user friendly and direct**

**2. Weekend Welcoming**

**--Ushers greet all Mass attendees; if they do not recognize them, ask if they are new and find them/escort them to a “special” seat!??**

**--Manned information table (small, with signage—“Ask Me Anything!”) set up in the vestibule so newcomers can ask questions and have ready access to parish programming info. (schedule similar to EMs and Lectors using ushers, pastoral council or stewardship council to take turns manning the table for only 15 mins. following Mass); as an alternative this could be provided downstairs at coffee hour, but there will be more visibility upstairs.**

**--Worship Aid—provide a printed worship aid or a permanent card in the pews that outline the Order of Mass for those who are returning or non-catholic; consider purchasing a retractable video screen to display music, readings and special messages.**

**--Child Care—provide child care /Sunday school option for parents of young children during Mass; (we have no cry room, this would be helpful to parents with very young children)**

- 3. Verbal welcome to all newcomers and guests prior to Mass beginning; this can be done in the announcements or by the celebrant.**

Attachment 2.

Letterhead

(Mission Statement: LIVE, LOVE, AND SERVE AS JESUS DID)

Colored Paper? One page

Welcome to St. John's Cathedral!

As the Cathedral Rector, Fr. Jerry Funke, and Vicar, Fr. Antonio Eguiguren, we welcome you/your family as members of the parish family. There are many faith community choices in Boise and we are privilege that you have chosen the Cathedral parish as yours. The Cathedral is an important landmark in Boise with a rich history of service to the community and Idaho. Established over 100 years ago, the parish owes a debt to the settler and immigrant populations that sacrificed and built the magnificent structure in which we worship. It is a favored venue for weddings, funerals and diocesan events, as well as community faith services, musical events, speakers and charitable outreach, such as the Friendship Feast and Food Bank. However, the most significant assets of the Cathedral are the individuals and families that call it their parish "home" who freely and consistently contribute their time, talent and treasure—their gifts—in service, to make it feel like family and give it life.

We and the parish staff are here to serve your spiritual and faith needs and facilitate your transition into this new community. Ministry participation is the best way to join the "family." If you selected a ministry of interest on your registration form, the appropriate ministry leader will contact you to get you started. If not, we invite you to research a ministry you think would be a good "fit", as a means to connect and form enriching and enduring faith relationships. A complete listing is available at [www.boisecathedral.org](http://www.boisecathedral.org).

For your convenience we enclosed a card with Cathedral contacts and schedules. This is a quick reference should you need to contact staff or access information. The Cathedral can also be contacted, and may contact you, via e-mail, facebook, twitter and flocknote, so watch for those.

We look forward to meeting you! God's blessings,

Fr. Funke

Fr. Eguiguren

*Enclose: A magnetic card inserted for their refrigerator or somewhere else. Should have the following contact info:*

*Parish office phone # and hours*

*Pastoral Associate name and e-mail*

*Parish school # and e-mail*

*Website for the bulletin*

*Mass and Reconciliation schedule*

Attachment 3.

Good Afternoon (name),

My name is Justin Weis and I am a parishioner of The Cathedral of St. John the Evangelist.

On behalf of Fr. Jerry Funke, the rector, and Fr. Antonio Eguiguren, I want to welcome you to St. John's. There are many faith community choices in Boise and we are privileged that you have expressed interest in ours. The Cathedral is the mother church of the diocese of Boise and we have long dedicated our mission to enriching the spiritual life of the community through worship and prayer, educating the youth through our school, St. Joe's, feeding the hungry through our food bank, reaching out to the infirm by ministering to the VA and those in hospitals and being a welcoming presence in the city by being a historical venue for weddings and funerals, diocesan events, as well as community faith services, musical events, speakers and charitable outreach, such as the Friendship Feast. However, the most significant assets of the Cathedral are the individuals and families that call it their parish "home."

I am writing to follow up on your request for more information. Were there any specific questions you had about our Parish or would you like to get registered? Let me know and I look forward to hearing from you. Feel free to contact me through email or by phone.

God Bless,

Justin Weis

[208-515-6020](tel:208-515-6020)

#### Attachment 4.

#### The Development of Our Coffee Experience

What we hope coffee hour can become:

- A welcoming place for building community amongst our parishioners
- A time to highlight the ministries within our parish and allow them a venue to showcase their activities and invite others to get more involved
- A space of warmth where parishioners and newcomers alike can get answers to their questions about the parish and current activities

What it ought not to be:

- A fundraiser for our ministries
- A neglected aspect of our Sunday experience
- A private gathering for the active only

Our Hope:

That the coffee hour can become a flourishing aspect of our Sunday experience and grow.

How are we going to do this? By getting our ministries with the support of a welcoming committee to make this an aspect of importance and a moment to meet with those who may be less involved or not involved at all.

By creating processes that are adhered to, we hope to provide continuity from week to week and an experience that is subtly welcoming, warm and inviting. By providing a welcoming table, we will be able to have a single space where questions can be answered, where visitors can learn about our parish and current events, and where we can begin the process of building a relationship.

Some Aspects of the change:

Ministries will strongly be relied on to facilitate the coffee hour with the support of one or two individuals from the welcoming committee. They will need at least one person to be trained in what is expected of the ministry and will be responsible to ensure that all things are set up properly, that there are sufficient volunteers, and the facility is cleaned afterward.

This will be an opportunity for the ministry to reach out to members of the community and as such should be treated as a privilege. While we hope to have all the ministries involved, priority will be given to ministries that are in good standing within the parish. A mandatory tithe will be assessed to any ministry that does not show up for their weekend or fails to clean up the facilities. This is intended not to punish the ministry but to reflect the necessary extra work that it creates for others.

#### Support:

As we do not wish for the ministries to fail in any way, all support requested or required will be given to those ministries involved. This can include but is not limited to providing printouts or brochures highlighting the activities of the ministry, securing food items along with coffee, preparation of the environment including music or any other audio or visual aid, and even clean up if requested in advance.

This is all intended to build upon our desire to be a community of welcome, warmth and hospitality that seeks to meet people with a “relationship before a rule.”

#### Processes and procedures for coffee hour:

##### Prior to the weekend:

If a ministry wishes to host a coffee hour for a weekend, the form for the request and request must be submitted at least 2 weeks in advance. To ensure that the requested date is available, the sooner the request is made the better. After that has been submitted, any training on the facility and coffee makers will be scheduled with a parish staff member. In addition to the ministry name, purpose for hosting the coffee hour and date requested, an individual must be designated as the responsible for the ministry.

##### Expectations:

The coffee hour is meant to provide a place for the ministries to serve the parish, welcome visitors, newcomers, and existing parishioners, promote their ministry and activities, and offer information for those interested in joining. It is not intended to be a fundraiser and as such there ought not to be items for sale. Coffee hours will be observed after the three morning Masses on Sunday (8:00, 10:00, 11:30). There should be sufficient volunteers from the ministry to be able to facilitate each of the hours. While some of the Masses may have less attendance, in order to maintain consistency, we still will have it after each of the Masses and it will be announced at all of them.

##### Set up:

The chairs are usually stacked on the tables after Friday lunch as the floors are cleaned. In order to have enough time to set up the environment, it is good to show up around 8:00 am. The chairs can be set up any time after Friday at 2:00 so if there is a desire to come in on Friday or Saturday, those arrangements

can be made. In addition, if a representative wants to get in early, it is encouraged to put out the weather proof sign advertising coffee hour prior to the 8:00 am Mass. While for most of the year, coffee hour will be held in the parish hall, if the weather is nice, it is also possible to set up outside in front of the stairs or in the side area on the south side of the Cathedral. The determination can be made on the spot but it is recommended that the person making the announcements is made aware of the change.

Coffee will be provided by the parish but any other food, pastries, fruit or other will be provided by the ministry. If there is a need for plates, napkins, cups or any other such necessities, those can be available if the need is communicated during the week prior to Masses (preferably before 12:00 on Friday prior). The parishioners graciously donate when they come down for coffee and treats and this donation can be used to reimburse individuals who purchase items for the weekend. Any additional monies can be kept by the ministry or can be donated back to the parish to help cover the costs of coffee and other items. While there is no specific requirement for treats some things should be kept in mind. First, the ministry does not have to provide a meal for the attendees so it doesn't need to be extravagant, although that is up to the discretion of the ministry. Second, if there are 4 different options, typically the parishioners will take one of each, so too much choice may not be in the best interests of the ministry. While not required, a gluten free option (not necessarily fruit) is typically greatly appreciated by those who cannot eat wheat. Again, while not a steady rule, if food is left out throughout the entire coffee hour, people will continue to graze and eat up the treats (I typically will pull the treats and leave the coffee after everyone has gone through once or twice and it is starting to wrap up). In order to insure there are sufficient goodies for all the Masses, some ought to be kept in reserve for each.

If there is a desire to use any of the cooking equipment, it is necessary that someone from the ministry come in to be trained on how to use and clean up the equipment.

Media and promotion materials:

In order to maximize the opportunity to promote the ministry, some promotional materials can be made available either at the tables or to be passed out to attendees. If there is a desire to create some of these, the parish staff can assist with this as long as there is sufficient time. This may accrue an additional cost but is not necessary. There is also the possibility to use videos, projectors and music, as long as sufficient notice is given.

Clean Up:

Clean up can begin as soon as the 11:30 Mass has finished as there is typically a smaller group for this Mass. All tables should be returned to their places according to the guide. All tables should be wiped down using the quat sanitizer, all trash cans should be emptied and replacement bags should be put in. Any messes on the floor should be cleaned up. All surfaces should be wiped down and everything should be removed from the refrigerators and kitchen upon completion. Final checklist needs to be

signed off and the responsible should sign off on the checklist sheet. If an excessive mess is left, a \$30 clean-up fee will be assessed to the ministry and this will be noted for future requests.

Cancellation and failure to show up:

If a ministry needs to cancel for a weekend, a replacement ministry should be sought out. Recognizing that failure to show up or cancelling at the last minute creates additional work for others, in the event of a last minute cancellation or failure to show up, the ministry will be assessed a \$50 tithe. This will also be noted in the future if the ministry desires to host again.

These rules are not intended to deter ministries from hosting the coffee hour, but rather to be clear about expectations in regards to this opportunity. It is recommended that the ministry bring a sign up sheet to connect with the parishioners about their ministerial activities. Any other questions or concerns should be directed to the parish staff. God Bless.